

How Do I Add a New Course

NOTE: An Internal course is given by agency or State of Kansas staff. An External training course is given by a vendor or a school.

SCENARIO: Add a New Course

STEP 1: Select the menu hyperlinks in the following order:
Enterprise Learning>Define Course/Cost Details>Courses

Expected Results: You should now see the Courses search page.

STEP 2: Type a unique, 6-character **Course Code** in the "Course Code" field and click **OK**. (Suggestion: Begin the code with your 3-digit Agency Number to make it easy to find later.)

Expected Results: The Course Profile page will display with your Course Code listed at the top.

STEP 3: Type the Title for your course in the "Title" field, using 30 characters or less, and then hit **Tab**.

Expected Results: The cursor will move to the "Short Title" field.

STEP 4: Type the Short Title for your course, using 10 characters or less, and hit **Tab**.

Expected Results: The cursor will move to the "Department" field.

STEP 5: Type in the Department ID for your agency (Click the magnifying glass to look up a Department ID) and hit **Tab**.

Expected Results: The title of your Department ID will display and the cursor will move to the "Description" button.

STEP 6: Click on the **Internal/External** field and **choose Internal**.

Expected Results: Choose External if this is a course given by a vendor or school.

STEP 7: Click on the **Course Type** field and **choose the appropriate type**.

Expected Results:

STEP 8: Click on the **Primary Delivery Method** field and **choose the appropriate type**.

Expected Results:

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STEP 9: If you plan on having more than one session for this class, click the "**Session Administration?**" checkbox so that a checkmark appears.

Expected Results: The Session Administration box will be checked.

STEP 10: **Type in the minimum number of students** needed to hold a session of this course and hit **Tab**.

Expected Results: The cursor will move to the "Max Students" field.

STEP 11: **Type in the maximum number of students** allowed in a session of this course and hit **Tab**.

Expected Results: The cursor will move to the "Course Type" field.

STEP 12: **Type in the course Duration Time in hours, Cost Unit, Course Unit, and Course Offering.**

Expected Results:

STEP 13: **Type in the School Code and School.** (ONLY if entering an External Course (Created/given by vendor or school))

Expected Results:

STEP 14: **Move to the Prereqs,Goals** panel by clicking on the tab.

Expected Results: The Prereqs,Goals page opens.

STEP 15: **Type in the Course Code** for any course that is a **prerequisite** to this course.

Expected Results: The prerequisite course title will display.

STEP 16: **If you have more prerequisites to enter**, click the plus sign at the right to insert a new row for each one.

Expected Results: A blank "Prerequisite Courses" field will display.

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STEP 17: **Move to the Equipment** page by clicking the tab. Type in the Equipment Code for the first piece of equipment used in this course and press Tab. If you have another piece of equipment to enter, click the plus sign at the right to insert a new row for each one.

Expected Results: Your Course Code, Title and Status listed at the top of the new page. The name of the Equipment/Material will display and the cursor will remain in the "Equipment/Materials Code" field. A blank "Equipment/Materials Code" field will display.

STEP 18: **Move to the Description** page by clicking the tab. Choose the Type and press Tab.

Expected Results: Your Course Code, Title and Status listed at the top of the new page. The cursor will move to the Effective Date field.

STEP 19: **Type in the Effective Date and a Description of the Course.**

Expected Results:

STEP 20: **Click the Save button.**

Expected Results: The Save message will flash briefly on the screen.